

CAPITAL IMPROVEMENT PROGRAM COMMITTEE (CIPC)

Minutes for June 24, 2009

Present: CIP Members: Chairman David Weaver, Larry Beck (portion), and Commission Liaison Joe Skinner. Staff: Grants and Projects Administrator County Administrator Earl Mathers, Facilities/Procurement Director Nick Borzak, and Commission Assistant Glenda Howze.

The meeting was called to order at 7:45 AM in the Courthouse Community Room. There was not a quorum for this meeting so no action was taken.

Public Comment: There was no public comment on matters not on the agenda.

FCI Update (Procurement Officer Nick Borzak): Mr. Mathers stated that he is disappointed in the lack of attendance as the maintenance work on the FCI has really progressed and the Facilities Department is getting a lot accomplished.

Though at this point in the meeting there was only one board member in attendance, it was determined that Mr. Borzak would proceed with his presentation and the minutes and handouts would be distributed to the absent board members for their edification.

Mr. Borzak stated that he began by looking at the FCI reports that were generated several years ago and lots of the items had not been addressed. Some of the items have been addressed through projects that Mr. Watson has been working on. The report was not very user friendly and couldn't be modified so the Facilities Department converted it all into an excel spreadsheet to use as a working document. The Department has met on five occasions and discussed the various items listed. The maintenance men know the buildings well and many of the items have been addressed in house. They created work orders and divided up the work. What couldn't be done in house has been contracted out. They are working building by building and updating the spreadsheet as they go. Mr. Mathers stated that Nick has reduced the number of outside contracts by one-third.

Mr. Borzak detailed some of the work that has been done and still needs to be done. Floor in the Clerk of District Court's vault: One-half of the load was taken out of one area. Nick would like to have a structural rating done that will give a pound per square foot measurement and assist in determining if there is a problem inhabiting the space under this area or not. Mr. Watson stated that there was a fatal flaw analysis done at one point but not with the kind of detail that Nick is looking for. He also noted that there is some liability in having a study completed and then not doing anything with the results. It was determined that Nick will pursue a structural analysis of the flooring in this area from the Facilities budget. This will include the Clerk of District Court area, the storage across the hall, and other areas that have been noted as a concern by employees.

Earl noted that the City is going to use the vacated 911 area as a second courtroom.

Other FCI work: Cracks noted on the original FCI have been either filled or measured and put on a re-check schedule. There were 244 identified items on the original FCI lists. 106 have been completed. The Fairgrounds is treated as a separate entity as they have their own maintenance staff. Mr. Borzak also note that Fairgrounds Manager Sue Shockley had indicated that she hadn't ever seen the FCI reports. Ms. Howze stated that Ms. Shockley and the CIPC were presented the reports from the FCI team at a CIP meeting. Commissioner Skinner stated that he'd like the committee to send a copy of the report to Sue with a memo reminding her that the items need to be addressed; asking for a report as to the progress on the items as well.

Questions and discussion. Chairman Weaver questioned why Facilities doesn't maintain all County facilities. The Road and Bridge Department and Fairgrounds are large, separate facilities that have their own staff for maintenance as a matter of efficiency. Nick suggested that the Facilities Department could go through the R&B twice a year to identify any building or structural items that might be missed by the mechanics doing the regular maintenance.

Commissioner Skinner stated that he is very pleased with the work that Nick and the Facilities Department has done. Chairman Weaver inquired about the "no action" comments on the spreadsheet. Nick stated that some of it is a matter of opinion. Some of the cracks noted, for example, have been there for many, many years with no change so they probably don't need to be addressed. These have been measured and will be rechecked on a regular basis. The structural stuff at the L&J is of top priority. They are trying to just do the minimum to keep the jail up to code.

Nick asked if the idea of using the current jail as a storage facility has been discussed. He stated that he feels this would be ideal for secure storage. The Sheriff is storing a lot of stuff off-site that could stay on-site in this facility. The roof leaks have been fixed. Commissioner Skinner asked Nick to pursue this idea with further research. Chairman Weaver encouraged him to visit with the Sheriff about it as he would probably have the most use of it.

The Guenther Center: The gutters and down spouts are being stained and/or replaced. The outside is going to be pressure washed and stained.

Commissioner Skinner reiterated that he'd like to have a similar report from the Fairgrounds on the work that has been done on the FCI list supplied to them. He also suggested a memo go to Vickie West at the Rest Home requesting a report on their FCI progress as well. The attendees of the meeting suggested a tour of the Rest Home as well.

Chairman Weaver requested a Thank You be written to former board member David Smith for his service.

CIPC Summer Meeting Schedule

May 27	–	Cancelled
June 10	–	Tour of Detention Center
June 24	–	FCI Update from Facilities; 5-year plan revision discussion
July 8	–	Tour of Rest Home
July 22	–	Cancelled OR regular board meeting if necessary?
Aug 12	–	Tour of 911 Facility
Aug 26	-	Tour of Fairgrounds